

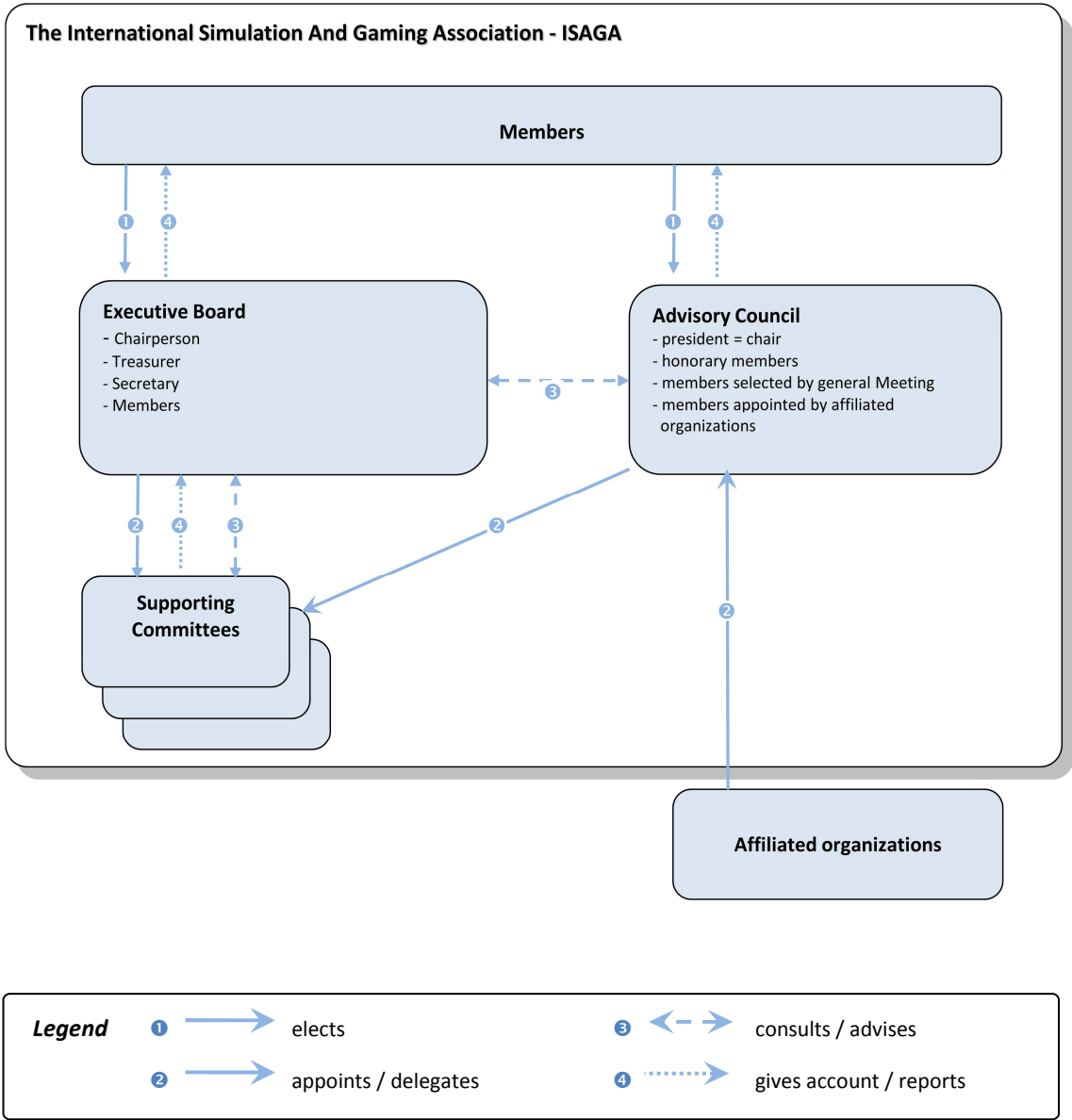
Byelaws of the International Simulation And Gaming Association ISAGA

Version : July 7, 2010
as decided during the General Meeting of July 7, 2010,
in Spokane, WA, USA.



THE ORGANIZATIONAL STRUCTURE OF ISAGA

The organizational structure of ISAGA is as shown in the following scheme:



FUNCTIONS AND BODIES

1 The President

- 1.1 The function of President is performed by the immediate past conference organizer. In case the immediate past conference organizer is not able or available, the Executive Board may appoint one of its members for this function. The president is a regular member of ISAGA.
- 1.2 The function of President is assigned for one year, starting immediately after the annual conference.
- 1.3 If the immediate past conference organizer is not available or willing, the previous President prolongs his services in this function for one year.
- 1.4 The President chairs the General Meeting and the joint meeting of the Executive Board and the Advisory Council. The agendas for both of these meetings are prepared in cooperation with the Executive Board.

2 General Meeting

- 2.1 A General Meeting takes place in form of a physical meeting.
- 2.2 The annual general meeting occurs preferably during the annual conference which takes place in the month of July. If the annual conference is not held, then the General Meeting will be organized separately.
- 2.3 The convocation and the list of topics to be discussed for the General Meeting are sent to the members at least four weeks in advance.
- 2.4 By approving these Byelaws the general meeting of 7 July 2010 explicitly grants an extension of the 6 months period (Constitution 14.1) with one month.

3 The Executive Board

- 3.1 The number of members of the Executive Board is seven.
- 3.2 Members of the Executive Board are also member of at least one Supporting Committee.
- 3.3 The Executive Board preferably decides on the basis of consensus; if no consensus is reached, then a proposal is accepted if a majority of members is in favor of the proposal. If an equal number of votes in favor and against the proposal occurs, then the proposal is rejected.
- 3.4 The Executive Board meets physically at least once per year; other meetings can be held virtually.

4 Advisory Council

- 4.1 The Advisory Council represents the different views on and approaches in the field of simulation and gaming in terms of regions, disciplines, approaches, and types of simulation and gaming.
- 4.2 The task of the Advisory Council is
 - to advise the Executive Board both on demand and on its own initiative
 - to act as a sounding board for the Executive Board in developing new policies.
- 4.3 At least once a year there is a joint meeting of the Advisory Council and the Executive Board, chaired by the President.
- 4.4 The Advisory Council reports to the General Meeting.
- 4.5 The maximum number of members is eighteen persons.
- 4.6 Only regular ISAGA members can be member of the Advisory Council; members of the Executive Board cannot also be member of Advisory Council.
- 4.7 There are four types of members in the Advisory Council
 - Honorary members.
They are automatically members of the Advisory Council

- Conference organizers.
The next year's conference organizer automatically becomes member of the Advisory Council and stays a member for three years; in the second year of his membership of the Advisory Council he serves as President.
 - Elected members.
Up to six members of the Advisory Council are elected directly by the members of the General Meeting.
 - Appointed members
Up to six members of the Advisory Council are appointed by affiliated organizations. These members must be ISAGA members; if not, these appointed persons immediately have to register as a ISAGA member in order to serve.
The number of appointed members must always be less than or equal to the number of elected members.
- 4.8 The Executive Board proposes a schedule for (combinations of) affiliated organizations to be invited to appoint a member for the Advisory Council.
- 4.9 Except for the honorary members, all members of the Advisory Council are appointed for three years; each year (about) one third of the members' terms expire; the resigning members are immediately eligible for re-election / re-appointment.
- 4.10 Members of the Advisory Council are expected to be actively involved in the tasks needed to run and advance ISAGA, e.g. as a member of one of the Supporting Committees.
- 4.11 The Advisory Council is self-organizing; it will be facilitated by a dedicated space on the ISAGA website.
- 4.12 When the number of registered ISAGA members exceeds one hundred, the General Meeting can decide to increase the number of elected and appointed members to a maximum of nine members for each of the categories elected members and appointed members, bringing the maximum number of members to twenty-four.

5 Supporting Committees

- 5.1 The Executive Board can establish supporting committees.
- 5.2 The tasks of the Supporting Committees are to support the Executive Board in their work as well as advising the Executive Board.
- 5.3 Supporting Committees consist of:
- at least one member of the Executive Board
 - preferably at least one member of the Advisory Council
 - registered members of ISAGA
 - non-member specialists in the field of interest if needed to complete the task of the Supporting Committee.
- 5.4 The chairperson of a Supporting Committee is always an ISAGA member.
- 5.5 The chairperson invites persons to be members of the Supporting Committee; the Executive Board charges and discharges the members.
- 5.6 The mandate for a Supporting Committee is at most one year; this mandate can be renewed if necessary.
- 5.7 Supporting Committees report directly to the Executive Board, at least once a year.
- 5.8 The Supporting Committees are self-organizing; they will be facilitated in the form of a dedicated space on the ISAGA website.
- 5.9 Supporting Committees can request a budget from the Executive Committee; this request should be based on a clearly written and detailed plan.
- 5.10 ISAGA provides opportunities for organizing Special Interest Groups (SIG). These Sigs will get the status of a Supporting Committee, and hence have to report annually to the Executive Board.

ACTIVITIES

6 Events

- 6.1 In order to pursue the objectives mentioned in article 2 of the Constitution, ISAGA organizes or stimulates the organization of the following activities:
- The annual conference
 - The ISAGA Summer School
 - Others as the occasions warrants.
- 6.2 Other events can be initiated and organized under the ISAGA label by bodies or members of ISAGA, but these must have the approval from the Executive Board.

7 Communication

- 7.1 Website
- ISAGA has its own website (www.isaga.info).
 - The function of this website is to provide information for interested people and for members. The website also supports the communication between members.
 - Part of the website is only accessible to members. This area contains information about members and information that is only relevant for members.
 - Parts of the website are dedicated to and only accessible to specific bodies within ISAGA, such as the Executive Board, the Advisory Council and the Supporting Committees.
- 7.2 Newsletter
- The Executive Board will take care that a Newsletter will be issued at a regular base to promote the communication between the ISAGA members and other persons and organizations interested in the field of simulation and gaming.
 - This Newsletter is distributed through and made available electronically through the website.

COOPERATION WITH OTHER ORGANIZATIONS

8 Affiliation with other organizations

- 8.1 ISAGA actively promotes and supports the founding of regional associations for simulation and gaming.
- 8.2 Affiliated organizations are other organizations in the field of simulation and gaming
- regional SAGA's (such as SAGSAGA, JASAG, ABSEL)
 - (worldwide) organizations for specific types of simulation and gaming (such as DIGRA)
- 8.3 The organizations are considered as affiliated only if there is a 'letter of cooperation' between ISAGA and the association.
- 8.4 ISAGA and its affiliated organizations cooperate on the basis of mutuality and equality.

MEMBERS AND MEMBERSHIP

9 Membership

- 9.1 The General Meeting may change the fee after recommendations by the Executive Board.
- 9.2 The Executive Board can set reduced fees for special categories of members, such as students or persons from developing countries .
- 9.3 Students must show proof from their university, such as a student identification card or letter of recommendation.

10 Honorary members

The Executive Board can nominate regular members who have distinguished themselves by outstanding performance in the field of simulation and gaming or special contributions to the Association The General Meeting will decide each nomination.

Honorary membership entitles those so acknowledged to fee-free membership of the Association.

Honorary members are automatically member of the Advisory Council.

11 Patrons

- 11.1 Organizations and Institutions can become patron of the Association.
- 11.2 Patrons contract to pay an annual amount to the Association.
- 11.3 Being a patron provides entitlement to a number of free individual members from employees/members of the institution. The number of free memberships depends of the height of the contribution of the patron, but may not exceed five.
- 11.4 The number of free members for patrons is determined by the Executive Board.
- 11.5 Patrons per se have no voting rights.

12 Membership Database

- 12.1 ISAGA has a membership database. This database will only contain data necessary for the purposes of the membership administration.
- 12.2 The database is administered by the member of Executive Board responsible for the membership administration.
- 12.3 Members have access to their own data in the database, via the website secured by means of a user name and a password.
- 12.4 Members are themselves responsible for keeping their own information current and accurate.
- 12.5 Information in the membership database will only be used for the purpose of ISAGA itself; it may never be given to other persons or organizations, neither profit nor non-profit, without the approval of the members.

13 E-voting

- 13.1 The Executive Board can allow members to participate in the general meeting, speak and vote through electronic communication means. The use of the electronic means is at the participants own risk.
- 13.2 It is required that the voting member can be identified through the electronic communication means, can take cognizance of the debate in the meeting, and can vote. The executive Board can specify requirements for the use of electronic means. If the Board decides to specify requirements, these requirements will be announced at the opening of the meeting.
- 13.3 A voting member is qualified to vote prior to the general meeting through an electronic means. Only those members are allowed to vote in this way, who are included in the membership register at a time to be specified in the convocation for the meeting. Voting in this way is only allowed after the general meeting is convened, but never earlier than the fourteenth day before that meeting and not later than the day before that meeting. The Executive Board takes care of the registration of these votes and informs the chairperson of the general meeting. A voting member who voted in this way cannot revoke his vote. Neither can he during the general meeting vote again. If the member who has voted in this way is not a member anymore at the moment of the general meeting, his vote is considered not to be given.

PROCESSES AND PROCEDURES

14 Application procedure for elections

- 14.1 The election of members to the Executive Board and the Advisory Council can only take place during the General Meeting.

15 Archive

- 15.1 ISAGA will have an archive that contains at a minimum:
- the most recent version of the Constitutions and Byelaws;
 - the minutes of the General Meetings, the Executive Board meetings and the Advisory Council meetings.
 - the annual reports of the Executive Board.
- 15.2 The archive is managed by the secretary of the Executive Board.
- 15.3 The archive is electronically stored in a dedicated part of the web server; paper versions of key parts of the archive are kept by the secretary of the Executive Board.

Appendix 1: Examples of Supporting Committees

During the preparations the following five Supporting Committees were mentioned as examples of useful Supporting Committees, together with possible responsibilities:

Membership and Finances

Responsibilities:

- managing membership registration
- setting up and manage the membership database
- setting up procedures for payment of the fees
- collecting membership fees
- acquiring sponsors
- financial planning.

Events and Conferences

Responsibilities:

- formulating procedures and criteria for the selection of future conference venues
- formulating procedures and criteria for the organization of conferences
- acquiring new venues for the conference
- advising and supporting the conference organizers
- advising and supporting Summer School
- communicating with organizers of other events in the field of simulation and gaming.

External Relations and Communication

Responsibilities:

- administering the website
- performing public relations
- providing contact with Journals
- providing contact with other related organizations in the field of simulation and gaming.

Scientific Committee

Responsibilities:

- fostering the field of simulation and gaming
- keeping track of developments in the field of simulation and gaming and translate these developments into recommendations for ISAGA
- formulating procedures for the Outstanding Paper Award
- supervising the process of the Outstanding Paper Award
- stimulating professionals to publish works on simulation and gaming
- stimulating scientists and students to investigate aspects of simulation and gaming

Election Committee

Responsibilities:

- set up procedures for elections
- organizing the yearly elections, including inviting candidates
- supervising the elections.

When ISAGA has elaborated its basic procedures and these Supporting Committees are functioning, it may be considered to set up a Supporting Committee that elaborates the need and procedures for a certification procedure.

Appendix 2: The Ambitions for ISAGA

During the meeting of the Steering Committee in 2008 in Kaunas, the possible ambitions of ISAGA were discussed. The following (levels of) ambitions were distinguished. They are not necessarily in a hierarchical order.

The general opinion of the Steering Committee was that ISAGA should at least strive for the first three ambitions, and leave the possibility open to include the other ambitions in a later stage.

- I. ISAGA is an occasion to meet each other once a year
 - initiative and organization of the conference is left to organizers, the role for ISAGA is very limited
- II. ISAGA is an organization that takes care that there is an annual conference on simulation and gaming and/or Summer School
 - ISAGA stimulates potential organizers, global spreading ,plans ahead, formulates minimum quality criteria
- III. ISAGA is an organization that offers a platform for gamers from all over the world of from all kind of disciplines to meet and exchange ideas
 - there need to be a website: a "who is who" site; forums where members can meet and exchange
 - a newsletter may be issued
 - the role for ISAGA may vary from passive (offer facilities) to active (moderate discussions)
- IV. ISAGA is an organization that tries to capture new developments in the field of simulation and gaming and to open up this new and existing information to all who are interested in simulation and gaming (knowledge centre)
 - ISAGA offers (or supports) a wiki on simulation and gaming, databases of relevant literature, databases of games, invites members to shares their information
 - ISAGA promotes or takes care of a 'Simulation and Gaming Yearbook'
 - ISAGA participates in networks and groups on comparable subjects
- V. ISAGA is an organization that stimulates students and scientists to systematically investigate simulation and gaming and that encourages students, scientist and practitioners to publish their experiences and research findings
 - ISAGA identifies interesting themes for research
 - ISAGA creates an award for the best article on simulation and gaming, for students and/or for researchers
 - ISAGA promotes the dissemination of the knowledge (Web Journal and/or Yearbook).
- VI. ISAGA is an organization that promotes the use of simulation and gaming and supports the researchers and practitioners in doing their work (as an interest group)
 - ISAGA plays a role in putting simulation and gaming on the map as a serious tool
 - ISAGA investigates legal matters
 - ISAGA advises members on this kind of matters.